



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF THE DECEMBER MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD VIA VIDEO CONFERENCE COMMENCING AT 7.00 PM ON MONDAY 14TH DECEMBER 2020

Present: - Town Cllrs: S. Saunders (Mayor), I. Cooper, P. Cowley, P. Cox, J. Dinnie, F. Ivens, G. Kelly, V. Murphy, P. Tesh, S. Timms, M. Westwood

Public: 6

Press: 1

WCC & SDC: Cllr T. Harvey

Clerk: A. Packer & D. Neath

INTRODUCTION

Cllr Saunders, Mayor of Shipston Town Council, welcomed attendees to the December Town Council meeting which, due to restrictions of COVID-19, was held via the 'Zoom' platform.

1 **APOLOGIES FOR ABSENCE** – Apologies noted from Cllr. Barker and Cllr. White

2 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – None

3 **TO NOTE DISPENSATIONS RECEIVED BY THE CLERK** - None

4 **MINUTES OF PREVIOUS MEETING**

Cllr. Saunders proposed that the minutes for the meeting held on 9th November 2020, be accepted as a true and accurate record - seconded by Cllr. Cooper – 11 for – unanimous – motion carried

5 **CLERK'S REPORT** - Report noted.

Reply to letter from STC to Warwickshire Police regarding Mayo Rd eviction noted. Cllr Saunders, Cllr Dinnie and Clerk will be attending Policing Consultation meeting of Police and Crime Commissioner on 18.12.2020.

In view of recent damage, security of NCH to be added to agenda of GPWG.

6 **REPORTS**

6.1 **Town Councillors**

- Cllrs. Cooper, Kelly, Murphy, Tesh, Timms – no reports.
- Cllr. Westwood hosting Time Bank via Zoom on Christmas day. Support will be available throughout Christmas
- Cllr. Ivens reported that the Virtual Victorian Evening on 4th December had been very well received & the Tree of Light was in place. Thanks expressed to Rotary Club for such a professional video reflecting past and present times.
- Cllr. Cowley informed that roads at Herdwick Gate had now been surfaced which was a great improvement.
- Cllr. Cox reported on the extremely muddy state of Hanson Track. Consideration to WCC to help volunteers with further gravel for the entrance to the track. Cllr. Saunders added that Fell Mill Lane footpath was in a similar state.
- Cllr. Dinnie stated that he was sorry to note that the League of Friends had suspended their fundraising for the Ellen Badger as SWFT had not confirmed Phase 2 and they would be consulting the Charity Commission.

6.2 **County Council** – No reports

6.3 **District Council – Cllr. Trevor Harvey**

- Tier 3. SDC cabinet took the view that the information on rates did not merit being placed in tier 3, so triggered a Judicial Review, arguing Government had come to an irrational decision. Neither SDC nor WCC Cllrs were aware that the Leaders of WCC, Solihull & Coventry had written to the Secretary for Health requesting that they should be grouped together; thus undermining SDC's position on J.R & subsequent withdrawal. Cost £2910 plus VAT
- Electoral Review Working Group. Boundaries Commission has to review where there's a variation of 10% in size of constituencies. Clopton represents fewer than 1600 (average is 2800-3000). In 2015, SDC reduced from 53 councillors to 36. If Working Group argue for 41-43 from May 2023 this would mean re-assessing ward boundaries, which may have local implications.
- Affordable housing – Cllr. Harvey highlighted that 491 new affordable dwellings were built in the district last year which is more than any other council in the 37 other councils in the West Midlands and merits recognition.
- River Way in Shipston – Two abandoned cars have prevented an elderly resident from using her back door. The Management Company have placed notices on the cars which will be removed in 4 weeks if not by owners before.
- Cllr. Harvey reported that a resident of Shipston visiting a town outside of their own tier (3) had been fined.

6.4 **SNT** – Report from SNT attached (Appendix B) noting that PCSO Fin Moore was leaving the SNT- not known if being replaced.

- 6.5 Shipston Forum** – Apologies from Editor Mr Rowland. Laura Parker in attendance
Lots of submissions received for colouring competition. Asked STC to forward any stories for inclusion to her as soon as possible. Cllr. Murphy will send information on Wool Fair. Cllr. Saunders will send suggestion for Easter Bonnet Competition
- 6.6 Shipston Area Flood Action Group (SAFAG)** – Presentation of 2020 work from Phil Wragg (Chair) and Geoff Smith
- 6.7 Youth Working Group** – No update this month. Noted that it was a particularly difficult time to re-energise this group and it was hoped it could be considered again in the New Year.
- 6.8 Ellen Badger/Health & Well Being** – Sophie Gilkes (Director of Development at SWFT) explained that the Planning Application is due to be submitted to SDC 21st December for the development. This is for the whole site, a similar approach to that which was taken with Stratford. Phase 1 - outpatient and clinic space with a locality hub bringing together clinics; integrated working which is not seen in many other areas, the benefits of which shouldn't be underestimated. Well Being centre is not core NHS but desire to include it as community owned. GPs have outgrown their space and Ellen Badger site is preferred option. Phase 2 will be flexible space – the way phase 1 is done allows flexibility with phase 2. Ongoing conversations with League of Friends re allocation of funds raised so far. Possibilities; creating a river walkway and enhancements to wellbeing centre to make it feel less clinical. None of the L.O.F. funds will be used for the GP (SWFT funds only). A survey is available for townspeople to complete in order to assess what is felt needed in the development. Sophie happy to attend STC meetings for the sharing of plans and updates on a quarterly basis.
- 7 OPEN FORUM FOR PARISHIONERS – No matters raised**
- 8 PLANNING MATTERS** – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>
Chair of Planning Committee – Cllr. P Tesh. Agendas of Planning Committee meetings held on 23rd and 30th November 2020 noted. Also agenda of Extraordinary Planning Committee held 14th December noted as below, verbally updated by Cllr Tesh:
- NEW PLANNING APPLICATIONS - 20/03340/TEL28** – Shipston High School – upgrade of telecommunications apparatus.
- PLANNING APPEALS -20/02067/OUT – Springfield Farm Rise** – Erection of one self build dwelling house. All matters reserved except access. Planning Inspectorate ref APP/J3720/W/20/3262697
- PLANNING AMENDMENT/VARIATION - 20/02660FUL – 18 Sadlers Ave** – 1st floor addition to existing ground floor extension
- PLANNING DECISIONS FOR NOTING** – none
- SDC PLANNING COMMITTEE - 20/02368/OUT – 29 London Road** – Outline application for demolition of bungalow and garage and erection of four dwellings and associated works. All matters reserved except access. To note.
- OTHER PLANNING/INFRASTRUCTURE MATTERS** - S106 in relation to Chapel View – update from Cllr Dinnie
- For full details of the above planning matters, please refer to the minutes of the planning meeting.*
- 9 OTHER PLANNING MATTERS**
Presentation from Mr Phil Sykes, member of STC Planning Committee and part of original Neighbourhood Development Plan team. Explained relevant points on the Site Allocation Plan Preferred Options (SDC), noting that regulation 18 states they have to consult as it is a statutory document. The Local Planning Authority has to provide over 14,000 new homes in a 20 year period. Cllr Cooper thanked Mr Sykes for his work on keeping a close eye on such matters and noted that STC should include feedback on the the need for infrastructure in STC's response.
Cllr. Tesh proposed that the Proposed Site Allocation Plan be endorsed with a request that consideration be given to infrastructure in Shipston - seconded by Cllr. Westwood – 11 for – unanimous – motion carried
- 9.1 Cllr. Saunders proposed that the meeting be continued after a 5 minute break, seconded by Cllr. Timms – 11 for – unanimous – motion carried**
- The meeting adjourned at 9pm, resuming at 9.05pm with all original attending councillors present
- 10 GENERAL PURPOSES WORKING GROUP (GPWG)** – Chair – Cllr. Cox. No report this month
- 11 HERITAGE, AMENITIES AND LEISURE PROJECTS (HALP)** – Chair - Cllr. Cowley. Agenda and Minutes of meeting of 2nd December 2020 noted. Cllr Cowley made reference to Peter Drinkwater's book 'S Soliloquies of Old Shipston' and detail on alleyways. A Forum article may be considered.
- 12 COMMUNICATIONS WORKING GROUP (CWG)** – Chair - Cllr. White not present. No reports
- 13 FINANCE WORKING GROUP** – Chair – Cllr. Cooper. . Minutes of the FWG meeting of 16th November 2020 noted.
- 13.1** All Grant requests received from local organisations had been reviewed by the FWG and recommendations made available to councillors for consideration.

Cllr. Cooper proposed that the recommended Grant amounts be accepted and added to the 2021-2022 precept, seconded by Cllr. Dinnie – 11 for – unanimous – motion carried

- 13.2 FWG has reviewed all Wish List requests representing council reserves for anticipated projects in 2021-2022 or the build up of reserves for future projects and recommendations were considered by councillors

Cllr. Cooper proposed that the Council accepts the recommended Wish List items be added to the 2021-2022 precept, seconded by Cllr. Cowley – 11 for – unanimous – motion carried

- 13.3 Office laptops/Edge renewal – Quotes received from Edge (£997+VAT for Accounts, Epitaph and Allotments modules – 5 year contract) and Redwax £1095+VAT each (x2) for laptops and associated equipment.

Cllr. Cooper proposed that the Council approve expenditure, with laptop equipment up to quote as outlined above (subject to spec), seconded by Cllr. Westwood – 11 for – unanimous – motion carried

- 13.4 SAFAG Working Group – Proposals for the working of the SAFAG Working Group have been presented to FWG – see attached SAFAG Working Group proposal (Appendix C attached). The Working Group to produce a 90 day and Annual Plan.

Cllr. Cooper proposed that the Council accepts the proposal for the workings of the SAFAG Working Group, subject to Terms of reference being agreed, seconded by Cllr. Dinnie – 11 for – unanimous – motion carried

- 13.5 AGAR – Receipt of report from PKF Littlejohn. Clerk has published notice.

Cllr. Cooper proposed that the Council notes receipt of the External Auditors Report for 2019-20, seconded by Cllr. Cowley – 11 for – unanimous – motion carried

- 14 **FINANCIAL MATTERS** - Invoices for approval - as listed November/December 2020 (Appendix A attached)

The following invoices: Andrew Hince £20, Bowls Club £500 for their previously agreed 2020 grant, Lloyds Bank general account charges from May to November totalling £61.84, were verbally added to the list by the Clerk for approval. General payment of bank charges was discussed with Cllr Cooper noting STC always has account charges; Clerk to contact bank to ask if they can be re-assessed. Clerk also detailed the payment to STC's recently retired cleaner of pre-pension contributions from the designated account previously set aside, the balance of which is to be paid out.

Cllr. Saunders proposed that all invoices are paid, including those added verbally by the Clerk, seconded by Cllr. Murphy – 11 for – unanimous - motion carried

- 15 **STAFFING WORKING GROUP**

Cllr Saunders reported on the Clerk's recent appraisal noting she has performed exceptionally well in her first year despite many challenges. Cllr Saunders suggested that in the interests of staff welfare councillors refrain from contacting staff out of working hours. Cllr Timms will share a document relating to managing expectations in the workplace.

Cllr Saunders noted that working group Chairs need to take the lead in producing their agendas and minutes and that Cllr Cooper had provisionally applied for consideration of a Kickstarter (Government funded) to undertake some data records such as cemetery and mapping. She also noted the need for a sick leave or emergency cover policy, which the Staffing Group will consider. Cleaning of NCH also to be discussed. Cllr Saunders hopes to encourage virtual training/ team building sessions.

Cllr Saunders extended thanks to Diane for all of her work through a difficult year.

- 16 **REVIEW OF SCHEME OF DELEGATION** (as approved in March 2020)

Councillors agreed that Zoom meetings were working well and although thanks and appreciation were extended to the Clerk, it was felt that the scheme was no longer required as Councillors can take decisions themselves during meetings.

Cllr. Saunders proposed that the current scheme of delegation to the Clerk is revoked as alternative arrangements for council to make decisions are working effectively, seconded by Cllr. Cooper – 10 for – 1 abstention - motion carried

Cllr. Saunders proposed closing the meeting, seconded by Cllr. Cooper – 12 for - unanimous - motion carried

Meeting closed at 9.48pm

DATE OF NEXT MEETING - Monday 11th January 2021

Signed:
Councillor Sheelagh Saunders
Town Mayor, Shipston on Stour Town Council

Date:

[APPENDICES A, B & C ATTACHED]

APPENDIX A(Minutes of STC Meeting Monday 14th December 2020)**EXPENDITURE APPROVAL LIST - DECEMBER 14th 2020**

PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv 6293 - Managed IT support	£ 195.00
Redwax	Inv 6263 - 365 office	£ 9.48
Busy Biz	Forum services (December edition - Inv 277)	£ 237.50
Talacom	Forum editorship (December edition)	£ 930.00
KMS	Forum printing (December edition)	£ 633.00
Lawns to Mow	Town contract (November)	£ 6,000.00
Warks Pension Scheme	Staff pensions	£ 995.42
HMRC	Staff NI/PAYE	£ 1,054.33
Council Staff	Salaries (November)	£ 2,667.62
Council staff (retired)	Pre-pension gratuity savings	TBC
Stephi Paull	Payroll services (November)	£ 21.00
Pear Technologies	Annual mapping software fee (Inv 128647)	£ 270.00
Water Plus	New Street Allotments (Inv 04287913)	£ 39.24
SSE	NCH Gas (Aug - Nov)	£ 77.80
EON	NCH Electricity (Sept)	£ 118.15
Pink Connect	Telephone/Broadband fees	£ 202.32
SLCC	Clerk's membership annual fee	£ 254.00
AdvantEDGE	End of year support	£ 405.00
Land Registry	Land Adjoining Norgren (Planning matter)	£ 3.00
Konica Minolta	Photocopier charges	£ 221.08
Zoom	Online meeting subscription - October	£ 14.39
Zoom	Online meeting subscription - November	£ 14.39
A. Packer	Expenses:	
	5 litres sanitiser for NCH	£ 16.99
	4 wall mounted dispensers for NCH	£ 35.96
	treasury tags/foldback clips	£ 7.85
Victorian Society	STC membership	£ 65.00
Crookers	Town Christmas trees	£ 427.00
PKF Littlejohn	External auditor - 2019/20	£ 1,200.00
THB Heating & Plumbing	Boiler Service/remedial work - Cem. Lodge (2437)	£ 108.00
THB Heating & Plumbing	Boiler Service - NCH (Inv 2436)	£ 84.00
WALC	Clerk's Training - Burial Rights Feb 2021 (Inv 21124)	£ 36.00

Verbally added and approved at STC meeting 14th December 2020

A. Hince	Window Cleaning	£ 20.00
Lloyds Bank	Bank Charges May- November	£ 61.84
Shipston Bowls Club	2020 STC Grant award	£ 500.00

APPENDIX B

(Minutes of STC Meeting Monday 14th December 2020)

SHIPSTON SAFER NEIGHBOURHOOD REPORT.

NOVEMBER 2020.

The month of November has been a very busy one across the Shipston Beat area. The continued COVID 19 pandemic has also added to the teams workload.

As we have entered the darker evenings most areas have experienced a spike in residential burglaries however throughout November there has only been one recorded 'attempt' residential burglary where upon the offenders did not pass through the household threshold. Occupants have identified a jemmy type mark at the front door. This is an extremely unusual method used to enter properties. It is expected that due to Christmas being upon us and the added attraction of items (gifts) being ever present the number of attempts and actual burglaries will go up. It goes without saying vigilance is key and we need to look out for anything unusual and report.

There have been three business burglaries reported with two of those being building sites. Offenders were arrested and a quantity of tools recovered from one of the burglaries.

There were three theft from motor vehicles over this period with offenders adopting the unusual approach by cutting a hole in the roof of the van and gaining entry and removing tools.

There have been seven thefts reported which have involved local shops being targeted. On at least three occasions the team have been present and goods returned after offenders have dropped them and made off. It would appear that the offenders are travelling into the area.

There have been three damage incidents recorded as well as three violence incidents.

There have been twenty seven COVID related incidents attended with three fines being issued. There have also been twenty five mental health incidents which have required Police attendance.

The team continues to carry out follow up visits to victims of crime, carry out proactive patrols and liaise with community groups such as Community Speed watch in order to offer reassurance and support.

The Rural Crime team has been doubled in size and PC Simms formerly of Southam Safer Neighbourhoods Team along with PC Kate Taylor will be allocated the Shipston, Wellesbourne and Southam area to cover.

Unfortunately the Shipston Team are disappointed to inform that PCSO Fin Moore is to leave and has found employment outside of Warwickshire Police. Fin will be a great loss to the team and at this time it unknown when he will be replaced.

PC 1508 Sid Hammond

APPENDIX C

(Minutes of STC Meeting Monday 14th December 2020)

Shipston on Stour Town Council

Proposals for the Working of the SAFAG Working Group

1. SAFAG Working Group Terms of Reference – the working group to provide terms of reference for approval by the Town Council – much along the lines of these points, but probably referring to the scope of their works and their fundraising. The working group will be known as the SAFAG Working Group of Shipston Town Council (SAFAG for short)
2. SAFAG Working Group Membership and Chair – proposal to be put to council regarding working group membership, but agreed that it will include at least 2 councillors. Chair is likely to be either Phil Wragg or Geoff Smith. ***[in accordance with Standing Order 4 d. The Council may appoint working groups, standing committees or other committees as may be necessary]***
3. SAFAG Working Group Budgeting and Approval Procedures – Annual / Quarterly / Monthly
 - Annually, a plan & budget for proposed works April-March
 - Quarterly, a full briefing from the working group on SAFAG’s next 90 day plan of works, including schemes, features, costs, consents and contractor selection.
 - Quarterly, a full report from the working group on progress against plan for the previous 90 days
 - Monthly, written progress updates highlighting any material issues
 - Monthly, retrospective approval of bills paid and financial statements.
 - Ad hoc, occasional interim requests for approval of changes to plant/budgets which can’t be sanctioned at a lower level.
4. SAFAG Working Group procurement process
 - SAFAG have a pool of approved contractors who are asked to quote for each scheme according to its requirements
 - The budget for all schemes will have been approved by the council, in line with the approval procedures above
 - For schemes under £10k, the preferred contractor will be invited to provide a quote for the required works, which provided it is within the benchmark expectations will be awarded subject to the authorisation of at least two working group members.
 - For contracts above £10k but below £25k, 3 quotes will be obtained. The award of the contract will be determined by the working group and recommendations made to the council – there have not been any contracts over £10k, but if there are, it may need expedited approval from the council

[Please note by approving this procurement process the council is using Financial Regulation 11.1 d) “When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.” The recommendation being that this procurement process is necessary for the effective management of SAFAG projects. The list of Pool Suppliers will be put forward to the Council for approval – to be reviewed annually.]

5. SAFAG Working Group administration and banking
 - Will continue to follow more or less the same processes as currently exist
 - Transactions will go through the SAFAG bank account – grants received and expenditure
 - Expenditure approval will follow council regulations, with 2 members of the SAFAG working group signing off invoices for payment by the council***[This will be in accordance with our existing Financial Regulations: 5. Banking arrangements and authorisation of payments]***

Ian Cooper 26th November 2020